

Permanent Duty Travel

PDT Move Categories

6 Categories

- Accession Travel (M0002703MO005A0)
 - Travel to first Permanent Duty Station
- Training Travel (M0002703MO005B0)
 - To and from schools of 20 weeks or more
- Operational Travel (M0002703MO005C0)
 - Travel within the 48 contiguous United States

6 Categories

- Rotational Travel (M0002703MO005D0)
 - Travel outside the 48 contiguous United States
 - Includes Alaska and Hawaii
- Separation Travel (M0002703MO005E0)
 - Discharges, Separation, and transfers to the FMCR.
- Unit Moves Travel (M0002703MO005F0)
 - Unit moves both in CONUS and OCONUS

Travel Status

Travel Status

- The Member is entitled to Travel and Transportation entitlements while in a “Travel Status”.



In a Travel Status When

- Performing travel away from their Permanent Duty Station (PDS)
- During all periods of necessary delay en route
- During all periods of Temporary Duty en route.

Travel Status

...commences on the date and time the member Detaches the old Permanent Duty Station as stated on the orders

...terminates on the date and time the member physically reports to the new PDS. (*not when the member arrive in the area*)

Elapsed Time

Separate Legs

Travel between any two points **under orders**.

This does not include permissive TAD.
(i.e. Recruiters Assistance)



Separate Legs

- Permanent Duty Station
- Temporary Duty Station
- Passenger Point of Embarkation
- Passenger Point of Debarkation
- First Duty Station

15. ITINERARY						
a. DATE	b. PLACE (Home, Office, Base, Activity, City and State; City and Country, etc.)			c. MEANS/ MODE OF TRAVEL	d. REASON FOR STOP	e. LODGING COST
XX				PA		
1/01	DEP	Camp Lejeune, NC		PA		
1/02	ARR				ATC	
1/09	DEP	Washington, DC		GR	MC	
1/11	ARR			GR		
1/11	DEP	Kadena Air Base, OKI Japan			ATC	
1/11	DEP	DFAE Kansas City, MO		GA		
1/11	ARR	Camp Butler, OKI Japan			MC	

Separate Legs

- Last Duty Station
- Home of Record
- Home of Selection
- Designated Place



15. ITINERARY						
a. DATE	b. PLACE (Home, Office, Base, Activity, City and State; City and Country, etc.)			c. MEANS/ MODE OF TRAVEL	d. REASON FOR STOP	e. LODGING COST
XX 1/01	DEP	Camp Lejeune, NC		PA		
1/09	ARR	Wooneyville, TX			MOG	
	DEP	Washington, DC				
	ARR					
	DEP					
	ARR					

Separate Legs

- ***DO NOT combine legs of the journey, each leg is dealt with separately.***

Separate Legs

*** EXAMPLE 1 ***

15. ITINERARY					
a. DATE	b. PLACE <i>(Home, Office, Base, Activity, City and State; City and Country, etc.)</i>			c. MEANS/ MODE OF TRAVEL	d. REASON FOR STOP
9/12	DEP	Camp Lejeune		PA	
9/12	ARR				TD
9/15	DEP	Washington, D.C.		PA	
9/15	ARR				MC
	DEP	Kansas City, MO			

1st Leg

2nd Leg

BEGINS: _____
ENDS: _____

BEGINS: _____
ENDS: _____

Separate Legs

*** EXAMPLE 2 ***

9/12	DEP	Camp Foster, Okinawa, Japan	CA	
9/12	ARR		AT	
9/12	DEP	Kadena AFB, Okinawa, Japan	CP	
9/12	ARR		AT	
9/12	DEP	Los Angeles, Int'l Airport	CP	
9/13	ARR		LV	
9/26	DEP	Trempealeau, WI	PA	
9/28	ARR		MC	
	DEP	Camp Lejeune, NC		

1st Leg

BEGINS: _____
ENDS: _____

2nd Leg

BEGINS: _____
ENDS: _____

Elapsed Time

- Codes used for Elapsed Time
 - DET = Date of **Detachment**
 - PR = **Proceed** time
 - DE = **Delay** (Leave)
 - TR = **Travel** days
 - TD = **Temporary Duty** days
 - AT = **Awaiting Transportation**
 - RPT = **Reporting**

Identify Detachment Date

*** EXAMPLE 3 ***

a. DATE	b. PLACE (Home, Office, Base, Activity, City and State; City and Country, etc.)	
0X	6/6	DEP Camp Lejeune, NC
6/15	ARR	DEP Camp Pendleton, CA

Computation Sheet

DET : 6/03 (0001)

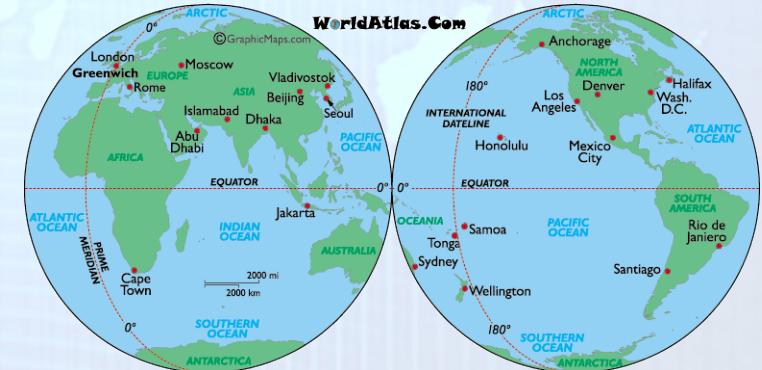
: - ()

Which occurs **FIRST**

1. Delivered. **Effective 0800, 3 June 200X** you will stand detached from your present station and duties. You will proceed and report by **2359, 15 June 200X to CG, 7TH MARDIV CAMP LEJEUNE, NC** for duty.

International Dateline

- **Westerly direction**, the calendar date is advanced by one day, therefore the traveler loses a day when crossing the IDL.
- **Easterly direction**, the calendar date is set back one day, therefore the traveler gains a day when crossing the IDL.



EXAMPLE



Aug. 08 Arr 1400 LAX, Ca

Aug. 08 Dep 1710

Aug. 10 Arr 0530 Kadena AB, Ja.

Aug. 10 Dep 0630

Aug. 10 Arr 0730 Camp Butler, Ja.

EXAMPLE

W —————→ **E**

Oct 12	Dep 1300	Camp Butler, Ja.
Oct 12	Arr 1400	Kadena AB, Ja.
Oct 12	Dep 1710	
Oct 12	Arr 0900	Lax, Ca.
Oct 12	Dep 1300	CamPen, Ca.

AT Example

*** EXAMPLE 4 ***

a. DATE	b. PLACE (Home, Office, Base, Activity, City and State; City and Country, etc.)	
0X		
7/1	DEP	Okinawa, Japan
7/1	ARR	
7/3	DEP	Anchorage, AK



Computation Sheet

DET : 7/1 (0001)

AT : 7/2 - 7/3 (02)

Reporting Date

*** EXAMPLE 5 ***

a. DATE	b. PLACE (Home, Office, Base, Activity, City and State; City and Country, etc.)	
0X		
8/1	DEP	Camp Pendleton, CA
8/3	ARR	Camp Lejeune, NC

1. You reported to this Headquarters at 1715 on 1 September 200X. You will further report to the Commanding Officer, Comm Co., HQBn.

Computation Sheet

The Orders take precedence over what the member has on the 1351-2

Same Day Check Out/In

*** EXAMPLE 6 ***

a. DATE 0X	b. PLACE (Home, Office, Base, Activity, City and State; City and Country, etc.)	
8/1	DEP	Camp Pendleton, CA
8/1	ARR	Camp Lejeune, NC
	DEP	

Computation Sheet

DET : 8/1 (0001)
· - ()

RPT : _____ - _____ ()
2359

TDY En-Route

*** EXAMPLE 7 ***

a. DATE 0X	b. PLACE (Home, Office, Base, Activity, City and State; City and Country, etc.)	
7/1	DEP	Old PDS
7/5	ARR	TDY Point
7/1	DEP	
2	ARR	
7/3	DEP	New PDS
0		

Computation Sheet

DET : 7/1 (0001)
: _____ - _____ ()

TR : _____ - 7/4 ()

TD : 7/5 - 7/12

(08)

TR : _____ - 7/30 ()
2359

TDY En-Route

*** EXAMPLE 8 ***

a. DATE 0X	b. PLACE (Home, Office, Base, Activity, City and State; City and Country, etc.)	
8/9	DEP	Old PDS
8/9	ARR	TDY Point
	DEP	
	ARR	
	DEP	

Computation Sheet

DEP : 8/9 (0001)
TD : _____ ()
8/10 : _____ - _____ ()
_____ : _____ - _____ ()

Compute Allowable Travel Time

Categories of Travel Time

- ✓ Authorized travel time
- ✓ Constructive travel time
- ✓ Allowable travel time
- ✓ Actual travel time.



Mode of Travel Codes

1st Character

“**T** Transportation
” Request

“**G** Government
”

“**C** Commercial
”

“**P** Privately Owned
”

2nd Character

“**A** Auto
”

“**B** Bus
”

“**M** Motorcycle
”

“**P** Plane
”

Computing Constructive Travel

- Slowest to fastest mode
- Get distances from DTOD
- Do not exceed ordered distance.

Each “leg” has its own

STEP 1 – Get Ordered Distance for the Legs

*** EXAMPLE 9 ***

a. DATE 0X	b. PLACE (Home, Office, Base, Activity, City and State; City and Country, etc.)	c. MEANS/ MODE OF TRAVEL	d. REASON FOR STOP
8/9	DEP OLD PDS		
8/9	ARR		
	DEP NEW PDS		
	ARR		
	DEP		
	ARR		
	DEP		

O.D. = Distance OLD PDS to NEW PDS

a. DATE 0X	b. PLACE (Home, Office, Base, Activity, City and State; City and Country, etc.)	c. MEANS/ MODE OF TRAVEL	d. REASON FOR STOP
8/9	DEP OLD PDS		
8/10	ARR		
8/20	DEP TDY SITE		
8/22	ARR		
	DEP NEW PDS		
	ARR		
	DEP		

**O.D. 1st Leg OLD PDS to TDY
O.D. 2nd Leg TDY to NEW PDS**

STEP 2 – Compute Max # of Travel Days

O.D. / (divided by) 350 = Max Travel Days

Grant another day if decimal is .1457 or

***** HIGHER EXAMPLE 10 *****

O.D. is 1483 MILES

$1483/350 = 4.2371$

5 Days of TR since .2371 is $> .1457$

O.D. is 750 MILES

$750/350 = 2.1428$

2 Days of TR since .1428 is $< .1457$

STEP 3 – Identify Modes of Travel per Leg

STRAIGHT PA

O.D./350 = Constructive Travel Days

COMMERCIAL (CA, CB, CP, CR, CV)

ONLY 1 Day for TR

Mixed Modes (PA & COMMERCIAL)

O.D. MILES/350 = DAYS (MAX)

P.A. - MILES/350 = DAYS

Any miles left over + **1 day for COMM
TRANSP**

STEP 4 – Total Constructive Travel Time

*** EXAMPLE 11 ***

a. DATE 0X	b. PLACE (Home, Office, Base, Activity, City and State; City and Country, etc.)		c. MEANS/ MODE OF TRAVEL	d. REASON FOR STOP
8/9	DEP	Camp Pendleton, CA	CB	
8/9	ARR	Phoenix, AZ	PA	LV
8/20	DEP			
8/23	ARR	Houston, TX	PA	LV
8/30	DEP		CP	
8/30	ARR	Camp Lejeune, NC		MC
	DEP			

O.D. $2626 / 350 = 7.5028 = 8$ (Max)

P.A. $1177 / 350 = 3.3628 = 4$ (days)

$1449 - 1$ day for Commercial
Transportation

Total: $4 + 1 = 5$ days (constructive travel)

Who Rates Proceeds ? (PR)

- All personnel E-4 and above with over 2 years of Service
- All personnel with dependents
 - **Except:**
 - **Members in the accession pipeline**
- Members married to Members.

Who Does Not Rate Proceeds ? (PR)

- Assignment to first Permanent Duty Station (**Accession Pipeline**)
- Orders express haste (less than 4 days)
- Assignment to first Permanent Duty Station upon commission

Who Does Not Rate Proceeds ? (PR)

- Assignment to first Permanent Duty Station upon enlistment/re-enlistment
- Separation, release from active duty, and Retirement.

PR when TDY En-Route

- Can be taken before or after TDY
- Not both
- If there are not enough days –
don't grant

PR when TDY En-Route

*** EXAMPLE 12 ***

15. ITINERARY			c. MEANS/ MODE OF TRAVEL	d. REASON FOR STOP
a. DATE	b. PLACE (Home, Office, Base, Activity, City and State; City and Country, etc.)			
7/1 DEP	OLD PDS			PA
7/14 ARR		1253 Miles		
7/16 DEP	TDY POINT			PA
7/30 ARR		423 Miles		
DEP	NEW PDS			
...				

TD

MC

TODE Entry

520|000 STRT PCS 0001
 200X0701 PR04 DE04 TR04
 TD03 DE12 TR02 2359
 200X0731

ELAPSED TIME COMPUTATIONS

DET	7/01	0001		
PR	7/02	05	04	()
DE	7/06	09	04	()
TR	7/10	13	04	()
TD	7/14	16	03	()
DE	7/17	28	12	()
TR	7/29	30	02	()
				2359

PDT with TDY En-Route

*** EXAMPLE 13 ***

15. ITINERARY			c. MEANS/ MODE OF TRAVEL	d. REASON FOR STOP
a. DATE	b. PLACE (Home, Office, Base, Activity, City and State; City and Country, etc.)			
3/1	DEP	OLD PDS	324 Miles	PA
3/5	ARR			
MC	DEP			
	ARR	NEW PDS		
	DEP			

TODE Entry

520|000 STRT PCS 0001
 200X0301 PR03 TR01 2359
 200X0306

ELAPSED TIME COMPUTATIONS

DET	3/01	0001	()
PR	3/02	3/04 03	()
TR	3/05	01	(2359)
	-		()
	-		()
	-		()
	-		()
	-		()

Delay (DE)

- Any day that can not be charged as something else
- This is the only “chargeable” period
- Always the **last** thing done.

Elapse Time

- ✓ Calculate on Computation Sheet
- ✓ Complete Disbursing Data Entry Worksheet
- ✓ Input data into MCTFS

Reporting Elapsed Time

STANDARD TYPE **COMPUTATIONS**

*** EXAMPLE 14 ***

15. ITINERARY			
a. DATE	b. PLACE (Home, Office, Base, Activity, City and State; City and County, if applicable)	c. MEANS/ MODE OF TRAVEL	d. REASON FOR STOP
6/26	Kansas City, MO	PA	MC
7/1 DEP	Camp Lejeune, NC		
7/1 ARR			
7/1 DEP			
9 ARR			

Next if the member rates proceed do it **now!**

te
e

backwards for first day of travel

Next if the member rates proceed do it **now!**

backwards for
first day of travel

TODE Entry

520|000 STRT PCS (0001) 200X0701 PR04 DE11 TR04 (2359) 200X0720

_____ : _____ - _____ ()

Practical Application



Member's Entitlements

Effective Date

Determine Travel Entitlements:
i.g. DLA with Dependents

Retirements and Separations

- The last day of active duty

All others

- The **first** constructive travel day on the **last leg** of the



Effective Date

*** EXAMPLE 15 ***

a. DATE 0X	b. PLACE (Home, Office, Base, Activity, City and State; City and Country, etc.)			
5/30	DEP	Old PDS		
6/10	ARR			
	DEP	New PDS	OD 2300	
	ARR			
	DEP			

$$\text{O.D. } 2300 / 350 = 6.5714 = 7 \text{ (Max)}$$

1. You reported to this Headquarters at 1715 on 10 June 200X. You will further report to the Commanding Officer, New PDS.

Computation Sheet

DET : 5/30 (0001)
DE : 5/31 6/3 04 ()
TR : 6/4 6/10 (07)
2359

Max) : _____ - _____ ()
: _____ - _____ ()
: _____ - _____ ()

Effective Date

Effective Date

Computation Sheet

DET: 5/30 (0001)

DE 5/31 7/3 34 ()

TR 7/4 7/10 07 () 2359

____ : ____ - ____ ()

____ : ____ - ____ ()

____ : ____ - ____ ()

Effective date of orders will be the first day of constructive travel on the “last leg” of journey!!



Effective Date

*** EXAMPLE 16 ***

a DATE <u>OX</u>	b. PLACE (Home, Office, Base, Activity, City and State; City and Country, etc.)	
10/1	DEP	Camp Pendleton, CA
10/3	ARR	MCRD San Diego, CA
10/15	DEP	
10/30	ARR	MCLB Albany, GA
	DEP	

$$\text{O.D. } 2185 / 350 = 6.2428 = 7 \text{ (Max)}$$

1. You reported to this Headquarters at 1715 on 30 October 20XX. You will further report to the Commanding Officer, New PDS.

1st Leg 51 miles Computation Sheet

2nd Leg 2185 miles
DET : 10/1 (0001)

 : - ()

 : -

TR) . 10/2 01

TD) 10/3 - 10/15

PR) 10/16 10/19

DE) 10/20 - 10/23 - 04

TR) . 10/24 10/30

07 - 2359 ()

2359

Effective Date

Private Auto (PA)

- Monetary Allowance in Lieu of Transportation
 - Paid on a “per mile” basis
 - Per Vehicle
 - **23 cents** per car
- Plus Flat rate per diem
 - **\$123.00** per day
 - Each day of travel, not to exceed **allowable travel.**

75 % rule doesn't apply to PA



Computing MALT

*** EXAMPLE 17 ***

15. ITINERARY		c. MEANS/ MODE OF TRAVEL	d. REASON FOR STOP
a. DATE	b. PLACE (Home, Office, Base, Activity, City and State; City and Country, etc.)		
6/1	DEP MC RD SAN DIEGO, CA		PA
	ARR		
6/30	DEP OD 2635		
	ARR		
	CAMP LEJEUNE NC		
	DEP		

Elapse Time Computation

MC DET : 6/1 (0001)
PR 6/2 6/5 04 ()
DE 6/6 6/22 17 ()
TR 6/23 6/30 08 ()

2635 miles x \$.23 \$606.05

\$123.00 x 8 days \$984.00

TOTAL = \$1590.05

Computing MALT

*** EXAMPLE 18 ***

15. ITINERARY		c. MEANS/ MODE OF TRAVEL	d. REASON FOR STOP
a. DATE	b. PLACE (Home, Office, Base, Activity, City and State; City and Country, etc.)		
2/1	DEP CAMP LEJEUNE NC	PA	
	ARR		
2/3	DEP	OD 854	
MC	ARR		
	DEP		
	NAS MILLINGTON TN		

Elapse Time Computation

DET : 2/1 (0001)
 : _____ - _____ ()
 : _____ - _____ ()
 TR : 2/2 2/3 02 (2359)

854 miles x \$.23 \$196.42

\$123.00 x 3 days \$369.00

TOTAL **\$565.42**

Reimbursable Expenses

- Official long distance and local phone calls
 - **When authorized**
- Passport, Visa, and travelers checks fees
- Taxi's, buses, subways etc.
 - Between residence and carrier terminals

Reimbursable Expenses

- Airport taxes, boarding fees at foreign airports
 - Baggage handling at airports, policy on tipping is dictated by member's command



Reimbursable Expenses

Ferry fees

Road,
bridge, and
tunnel tolls.



Government Transport or Transport Request

- No cost to the member for transportation.
- No reimbursement for transportation.
- Pay the member per diem for every day necessary to complete the travel.

Government Transport or Transport Request

*** EXAMPLE 19 ***

15. ITINERARY			c. MEANS/ MODE OF TRAVEL	d. REASON FOR STOP
a. DATE	b. PLACE (Home, Office, Base, Activity, City and State; City and Country, etc.)			
4/5	DEP	HCMO, Washington DC		GP
	ARR			
4/5	DEP			
TD	ARR			
5/10	DEP	NAS Pensacola, FL		GP
5/10	ARR			
MC	DEP			

Camp Lejeune, NC

Procured Transportation

When a member purchases transportation from a commercial carrier at their own expense, you must....

1. Do a *two way cost comparison*
2. Reimburse the member for the cost of transportation
3. Reimburse the member the Meal and Incidental Expense portion of the per diem rate.

Procured Transportation

Computation rules:

1. You will use the “Actual” and “TR” computations on the computation sheet.
2. You must always do the “TR” computation first.
3. You will complete the “actual” computation.
4. Compare the totals and reimburse the lesser of the two.

DEMONSTRATION

DEMONSTRATION

*** EXAMPLE 20 ***

15. ITINERARY				16. REIMBURSABLE EXPENSES			
a. DATE	b. PLACE (Home, Office, Base, Activity, City and State; City and Country, etc.)	c. MEANS/ MODE OF TRAVEL	d. REASON FOR STOP	a. DATE	b. NATURE OF EXPENSE	c. MEANS/ MODE OF TRAVEL	d. REASON FOR STOP
5/2	DEP Pasadena, CA	5/2	ARR Pasadena, CA	5/2	DEP	5/2	ARR
5/2	Los Angeles AP (LAX), CA	5/2	ARR	5/2	DEP	5/2	ARR
6/1	Las Vegas, NV	6/1	DEP	6/1	ARR	6/1	DEP
6/1	Yuma AP, AZ	6/1	ARR	6/1	DEP	6/1	ARR
6/1	MCAS YUMA, AZ	6/1	DEP	6/1	ARR	6/1	DEP
FROM: MCAS YUMA, AZ		TO: Yuma AP, AZ					
				KANSAS CITY, MO		\$275.00	
		LOS ANGELES, CA		\$77.00		\$10.00/\$22.00	

ACTUAL

16. REIMBURSABLE EXPENSES

CP :

a. DATE	b. NATURE OF EXPENSE	c. AMOUNT	d. ALLOWED
5/2	CAB	\$99.00	

Reim Ex: \$15.00

a. DATE	b. NATURE OF EXPENSE	c. AMOUNT	d. ALLOWED
6/1	Plane LAX-Los Vegas-Yuma	\$109.00	

Per Diem: \$29.25

TOTAL: 6/1 \$165.25

TR

GTR	cost	=	\$77.00
CA		=	\$32.00

PD	=	\$29.25
\$109.00		

TOTAL: \$138.25

Mixed Modes

Definition:

1. The member utilizes both commercial transportation and private auto on the same leg of the journey.
2. Modes of travel between local terminals and duty stations are not considered when determining if a claim is mixed modes

Mixed Modes

Computation Rules:

1. You will use the “Actual” and “MALT” computations on the computation sheet.
2. Actual Computation
3. Malt plus Flat Per Diem
4. Compare the Totals

Mixed Modes

*** EXAMPLE 21 ***

15. ITINERARY			c. MEANS/ MODE OF TRAVEL	d. REASON FOR STOP
a. DATE	b. PLACE (Home, Office, Base, Activity, City and State; City and Country, etc.)			
5/15	DEP	DFAS Kansas City, MO		CA
	ARR			
5/15	DEP			
AT	ARR			
5/15	DEP	Kansas City A/P		CP
	ARR			
5/15	DEP			

AT
 5/15 Jacksonville, NC A/P PA
 5/15 **NOT** considered to be MIXED MODES
 MC
 Camp Lejeune, NC

Mixed Modes

*** EXAMINE 22 ***

CP or CB AND PA

On a “leg”
of the journey

15. ITINERARY		
a. DATE	b. PLACE	c. MEANS/ MODE OF TRAVEL
5/15	DEP DFAS	
	ARR	
5/15	DEP	
AT	ARR	
5/15	DEP	Kansas City A/P
	ARR	
5/15	DEP	

a. DATE	b. PLACE	c. MEANS/ MODE OF TRAVEL	d. REASON FOR STOP
			CA
			CP

We will compare
ACTUAL to **MALT**

Kansas City A/P

(Actual)

Miles x.23 = \$ _____
 PD \$123 x ____ days = \$ _____
 Commercial Planes = \$ _____
 Commercial Bus/Train = \$ _____
 CB's & CA's (airport) = \$ _____
 PD for CP/CB/CR = \$ _____
 PD for CP/CB/CR = \$ _____
TOTAL = \$ _____

(MALT)
 Miles x.23 = \$ _____
 PD \$123 x ____ days = \$ _____

TOTAL

= \$ _____

DEMONSTRATION

DEMONSTRATION

*** EXAMPLE 22 ***

**PAY MALT &
Per Diem only**

**PAY Per Diem
Only in the TR**

PA

Gov't

**Com
m**

**Mixe
d**

**Compare
Actual to
TR Pay lesser**

**Compare
Actual to MALT
Pay lesser**

Travel has been Directed

If the member chooses a different mode of travel over what has been directed.....

....reimbursement is prohibited...

.....unless proof from the old command can be provided proving that orders could not be complied with.

Practical Application



PDT with TDY En-Route

Accession Travel ~~COMPUTATIONS~~ with..

ELAPSED TIME COMPUTATIONS

*** EXAMPLE

15. ITINERARY							
a. DATE		b. PLACE (Home, Office, Base, Activity, City and State; City and County, etc.)		c. MEANS/MODE OF TRAVEL		d. REASON FOR STOP	
5/31	DEP	MCRD	San Diego	CA		AP	
5/31	ARR	San D	Put in stone	CD		LV	
5/31	DEP			PT		PA	
5/31	ARR			TD		CP	
6/2	DEP			MC			
6/26	ARR						
7/1	DEP						
7/1	ARR						
7/1		Compute travel days 1 day for CP					
DEP							
ARR							
DEP							
ARR							
16. POC TRAVEL (X one)		X	OWN/OPERATE		PASSENGER		17. DU

Accession Travel with..

Mileage
PD \$12

Sideline
Commercial Plan

Commercial Bus/

CB's & CA's (airports)

PD for CP/CB/CR

PD for CP/CB/CR

TOTAL 14.50

Next copy the
TR Per Diem to
The "Actual" side
Pay the lesser
Of the two.

Last complete the
Remainder of the
"Actual" computation

CB's & CA's
=\$
Per Diem

20.00
34.50
=\$

TOTAL 279.50
=\$

Travel with TDY En-Route

- (1) Per Diem for the first day of TDY will be paid on a full day basis.
- (2) Per Diem will not be paid for the last day of TDY. The member is in a PDT STATUS and entitled to PDT entitlements.



Travel with TDY En-Route

There are two legs both are PA all the way

First Leg
(MALT)

Miles x.23 = \$

1826

TAD ended on 15th
23.00
5=\$

Remember we do
Not pay the last
day

(MALT)
Miles x.235

~~\$226~~
PD \$123 x 7
days = \$

TAD Per Diem = \$ 1372.98

Date 10/3 full day @ El Toro Rate \$71.00 + (10/04 - 10/14 Per Diem \$ 16.55 + Lodging Cost \$5.00 = \$ 21.55 X 11 Days) = **TOTAL**
= \$ **308.05**

Practical Application



**Travel to a
Designated Place**

Travel to a Designated Place

When a Marine receives PDT orders, and the dependents travel to the designated place, the members travels to assist in the....

1. move of the dependents
2. shipment of HHG
3. transportation of a PO



DEMONSTRATION

DEMONSTRATION

*** EXAMPLE 26 ***

15. ITINERARY

a. DATE	b. PLACE (Home, Office, Base, Activity, City and State; City and Country, etc.)	c. MEANS/ MODE OF TRAVEL	d. REASON FOR STOP	COMPUTATIONS							
1/20	DEP 0800 Okinawa, Japan		PA								
1/20	ARR 0845 Kadena, AFB			AD							
1/20	DEP 1300 Kadena, AFB		GP								
1/20	ARR 1700 Los Angeles A/P			AD							
1/20	DEP 1800 Los Angeles A/P		PA								
1/27	ARR 2330 Detroit, MI			DE							
2/15	DEP 0920 Detroit, MI		PA								
2/17	ARR 1515 Camp Lejeune, NC			MC							
	DEP										
	ARR										
	DEP										
	ARR										
	DEP										
	ARR										

16. POC TRAVEL (X one)

OWN/OPERATE

PASSENGER

17. DL

(OVERSEAS PER DIEM) **Example**

LOS ANGELES TO DETROIT

$$\begin{array}{lcl} 2283 \times .23 & = & \$525.09 \\ \$123.00 \times 7 & = & \$861.00 \end{array}$$

Total = **\$1386.09** **DETROIT TO CAMP**
LEJEUNE

$$\begin{array}{lcl} 850 \times .23 & = & \$195.50 \\ \$123.00 \times 3 & = & \$369.00 \end{array}$$

Total = **564.50**

Dependent Entitlements

Travel Forms

DD Form 1351-2
(Member/Dependent Travel Voucher)
will list.....

all the member's dependents
date of marriage,
children's dates of birth,
address where member received
orders.

1351-2 (Part 1)

TRAVEL VOUCHER OR SUBVOUCHER			Read Privacy Act Statement, Penalty Statement, and Instructions on back before completing form. Use typewriter, ink, or ball point pen. PRESS HARD. DO NOT use pencil. If more space is needed, continue in remarks.			
1. PAYMENT <input checked="" type="checkbox"/> Electronic Fund Transfer (EFT) <input type="checkbox"/> Split Disbursement: Amount to Government Travel Charge Card <input type="checkbox"/> Payment by Check \$						
2. NAME (Last, First, Middle Initial) (Print or type) ROBERTS, JEFF D		3. GRADE 1STSGT	4. SSN 162-54-1002		5. TYPE OF PAYMENT (X as applicable) <input checked="" type="checkbox"/> TDY <input checked="" type="checkbox"/> Member/Employee <input type="checkbox"/> PCS <input type="checkbox"/> Other <input checked="" type="checkbox"/> Dependent(s) <input checked="" type="checkbox"/> DLA	
6. ADDRESS. a. NUMBER AND STREET 1714 JENKINS BLVD		b. CITY CAMP LEJEUNE	c. STATE NC	d. ZIP CODE 28542		
e. EMAIL ADDRESS ROBERTSJD@LEJEUNE.USMC.MIL						10. FOR D.O. USE ONLY
7. DAYTIME TELEPHONE NUMBER & AREA CODE (910) 451-3112		8. TRAVEL ORDER NUMBER CMC MSG 211123Z APR		9. PREVIOUS GOVERNMENT PAYMENTS/ ADVANCES \$1500.00 DOV#00101 000429 CAMP PENDLETON, CA		a. D.O. VOUCHER NUMBER b. SUBVOUCHER NUMBER
11. ORGANIZATION AND STATION HQCO HQBN 7TH FSSG CLNC						c. PAID BY
12. DEPENDENT(S) (X and complete as applicable) <input checked="" type="checkbox"/> ACCOMPANIED <input type="checkbox"/> UNACCOMPANIED						13. DEPENDENTS' ADDRESS ON RECPT OF ORDERS (Include Zip Code) 103 MUD SLIDE DR OCEANSIDE, CA 92054
a. NAME (Last, First, Middle Initial) ROBERTS, MARIA		b. RELATIONSHIP SPOUSE	c. DATE OF BIRTH OR MARRIAGE 19810605		14. HAVE HOUSEHOLD GOODS BEEN SHIPPED? (X one) <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO (Explain in Remarks)	
ROBERTS, JOSEPH D		SON			d. COMPUTATIONS	
ROBERTS, ANITA		DAU	19870331			

1351-2 (Part 2)

15. ITINERARY		c. MEANS/ MODE OF TRAVEL	d. REASON FOR STOP	e. LODGING COST	f. POC MILES	
a. DATE	b. PLACE (Home, Office, Base, Activity, City and State; City and Country, etc.)					
0430	DEP CAMP PENDLETON, CA	PA				
0503	ARR COLUMBUS, OH		LV			
0531	DEP COLUMBUS, OH	PA				
0601	ARR QUANTICO, VA		TD			
0820	DEP QUANTICO, VA	PA				
0821	ARR COLUMBUS, OH		LV			
0912	DEP COLUMBUS, OH	PA				
0915	ARR CAMP LEJEUNE, NC		MC			
DEP	CAMP LEJEUNE, NC					
ARR						
DEP						
ARR						
DEP						
ARR						
16. POC TRAVEL (X one)		<input checked="" type="checkbox"/> OWN/OPERATE	PASSENGER	17. DURATION OF TDY TRAVEL		
				(1) Per Diem		
				(2) Actual Expense Allowance		
				(3) Mileage		
				(4) Dependent Travel		

If "PA" you must know if Owner/Operator

1351-2 (Part 3)

18. REIMBURSABLE EXPENSES				12 HOURS OR LESS MORE THAN 12 HOURS BUT 24 HOURS OR LESS MORE THAN 24 HOURS		
a. DATE	b. NATURE OF EXPENSE	c. AMOUNT	d. ALLOWED		(5) DLA	(6) Reimbursable Expenses
	BEQ LODGING 6/1-8/19	240.00		(7) Total		
				(8) Less Advance		
				(9) Amount Owed		
				(10) Amount Due		
				19. GOVERNMENT/DEDUCTIBLE MEALS		
		a. DATE	b. NO. OF MEALS	a. DATE	b. NO. OF MEALS	
						TE
						TE
20. a. CLAIMANT SIGNATURE		b. DATE	c. SUPERVISOR SIGNATURE			
Jeff D. Roberts		0X0915				
21. a. APPROVING OFFICER SIGNATURE						
22. ACCOUNTING CLASSIFICATION						
23. COLLECTION DATA						
24. COMPUTED BY	25. AUDITED BY	26. TRAVEL ORDER POSTED BY	27. RECEIVED (Payee Signature and Date or Check No.)			28. AMOUNT PAID

DD FORM 1351-2, JUL 2002

PREVIOUS EDITION IS OBSOLETE.

Exception to SF 1012 approved by GSA /IRMS 12-91

Ensure expenses
for transportation
match with a
date and mode in
the itinerary.

1351-2 (Part 4)

29. REMARKS

INDICATE DATES ON WHICH LEAVE WAS TAKEN:

THIS IS MY FIRST CLAIM FOR DLA FOR FY XX _____ -

- Multiple POV statement
- Additional dependents
- TLE statement
- Any other information the member desires
- Read the entire block.

1351-2C (Part 1)

TRAVEL VOUCHER OR SUBVOUCHER

(Continuation Sheet)

PAGE 1 OF 2 PAGES

4. NAME (Last, First, Middle Initial) (Print or type)

ROBERTS JEFF D. (DEPENDENTS ITINERARY)

15. ITINERARY

a. DATE	b. PLACE (Home, Office, Base, Activity, City and State; City and Country, etc.)	c. MEANS/ MODE OF TRAVEL	d. REASON FOR STOP	e. LODGING COST		f. POC MILES
0714	DEP OCEANSIDE, CA	PA				
0720	ARR CAMP LEJEUNE, NC		MC			
	DB					
	ARR					
	DEP					
	ARR					
	DEP					
	ARR					
	DEP					
	ARR					
	DEP					
	ARR					
	DEP					
	ARR					
	DEP					
	ARR					
	DEP					

If not on 1351-2
This can be used
For dependent locations

1351-2 (Part 2)

18. REMBURSABLE EXPENSES

~~a. DATE~~

b. NATURE OF EXPENSE

C. AMOUNT

d. ALLOWED

Can contain ~~any~~ of the following:

- Multiple POV statements
- Additional dependencies
- TLE statement
- Any other information or desires
- Read the entire block

- Ensure expenses for transportation match with a date and mode in the itinerary.

19. GOVERNMENT

2

29. REMARKS

SPOUSE WAS OWNER/OPERATOR OF THE POV

DD FORM 1351-2C, AUG 1997 (EG)

PREVIOUS EDITION MAY BE USED

Exception to SF 1012A approved by GSA/JRMS 12-91
Designed using Perform Pro WHS/DIOR A in 97

1351 (Part 1)

TRAVEL VOUCHER <i>(See Privacy Act Statement on back.)</i>		1. BUREAU VOUCHER NUMBER 	2. D.O. VOUCHER NO.
3. PAYMENT FOR			
	a. ADVANCE OF TRAVEL ALLOWANCES (TDY/TAD)	<input checked="" type="checkbox"/>	f. TRANSPORTATION OF DEPENDENTS
	b. ADVANCE OF TRAVEL ALLOWANCES (PCS)	<input checked="" type="checkbox"/>	g. DISLOCATION ALLOWANCE
	c. ACCRUED PER DIEM FOR TDY/TAD		h. TRAILER ALLOWANCE
<input checked="" type="checkbox"/>	d. SETTLEMENT OF TDY/TAD TRAVEL	<input checked="" type="checkbox"/>	i. TLE
<input checked="" type="checkbox"/>	e. SETTLEMENT OF PCS TRAVEL		j.
4. PAID BY			

We do not use these
At the school

**If you pay it,
put an “X” in the block**

1351-2 (Part 2)

5. INDIVIDUAL PAYMENT

a. PAYEE (Last Name, First, Middle Initial)

Evans John C

b. RANK OR GRADE

GySgt

c. SOCIAL SECURITY NUMBER

123456789

d. ORGANIZATION AND STATION

7th FSSG, Camp Lejeune, NC

e. TRAVEL ORDER

f. ADVANCE OF TRAVEL ALLOWANCES ELECTED BY ABOVE-NAMED MEMBER AS FOLLOWS:

From the 1351-2

g. CHECK NUMBER

h. CHECK DATE
(YYYYMMDD)

i. AMOUNT PAID

3754.69

j. DATE PAID

(YYYYMMDD)

k. RECEIVED IN CASH (Signature of payee)

20020713

6. PAYMENTS CONSOLIDATED

a. PER SUBVOUCHER NO. _____ THROUGH _____ ATTACHED

b. PER _____ TRAVEL ALLOWANCE PAYMENT LISTS ATTACHED

7. APPROVED FOR PAYMENT (When required by individual service regulations)

a. TYPED NAME (Last, First, Middle Initial)

L. Mertes

b. TITLE

LtCol USMC

c. SIGNATURE

8. REMARKS (Continue on back if more space is needed)

1351-2 (Part 1)

8. REMARKS (Continue on back if more space is needed)

9. ACCOUNTING CLASSIFICATION(S)

17X1105.2752 021 43690 067443 2D 000000 000000074123
393.90

7 TAD Per Diem

225.35

17X1106.2780 000 20202 011212 2D WD4015 TRDTA720924195 1623
300.00
19X1105.2702 011 12691 067443 2I 000000
71130 109.31
1770.89

10. COMPUTED BY

11. AUDITED BY

12. POSTED TO TRAVEL RECORD

13. DATE ENTERED

14. AMOUNT PAID

4854.00 CR

021

1K

000123456789

3754.6

9

DD FORM 1351, JUL 1999

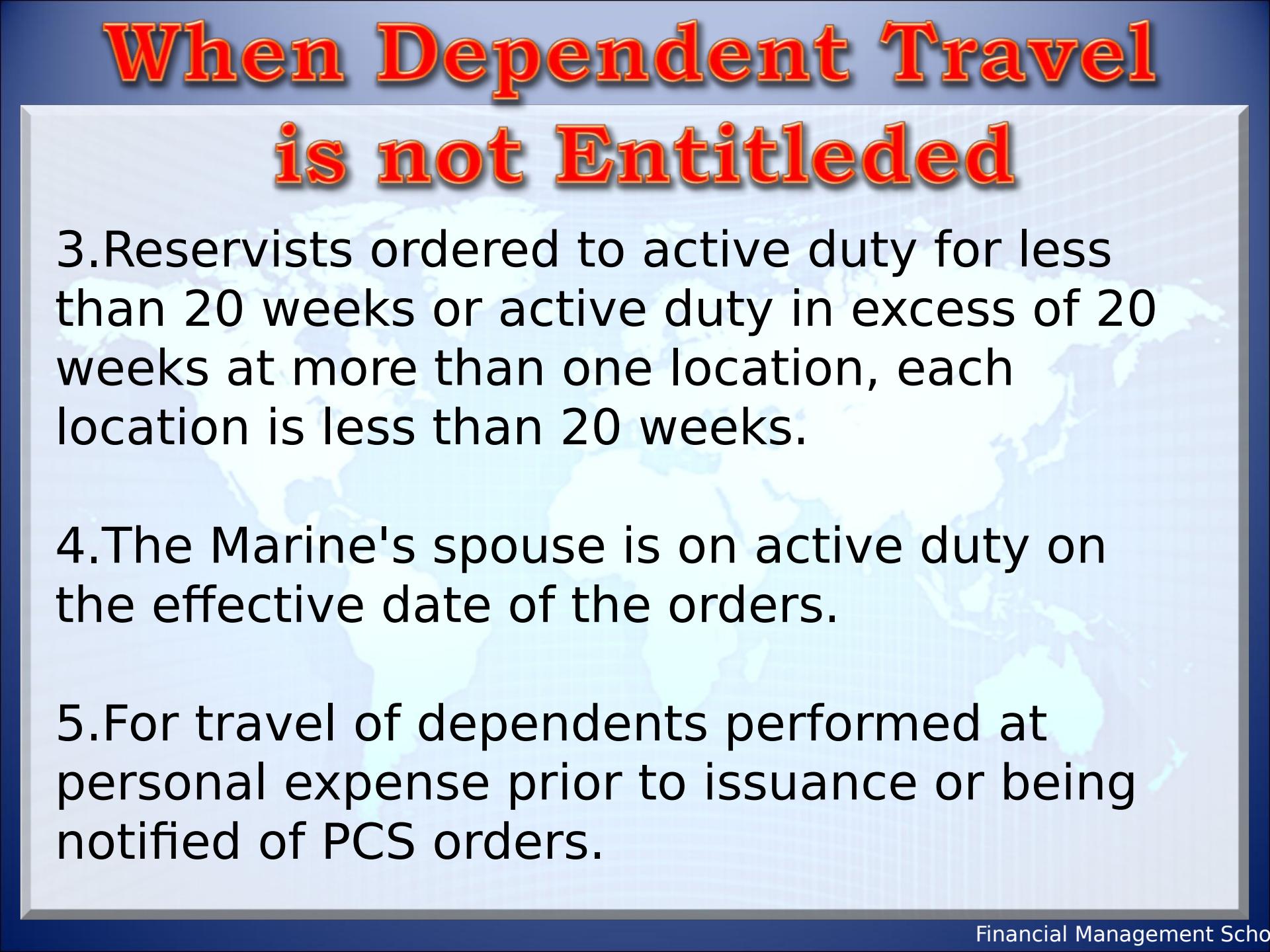
PREVIOUS EDITION IS OBSOLETE.

When Dependent Travel is not Entitled

Marines are entitled to dependent travel at Government expense except:

1. Marines assigned to a school or installation as a student is less than 20 weeks in duration.
2. Reservists called to initial active duty for training (IADT) for less than 6 months.

When Dependent Travel is not Entitled



3. Reservists ordered to active duty for less than 20 weeks or active duty in excess of 20 weeks at more than one location, each location is less than 20 weeks.
4. The Marine's spouse is on active duty on the effective date of the orders.
5. For travel of dependents performed at personal expense prior to issuance or being notified of PCS orders.

When Dependent Travel is not Entitled

6. When dependency does not exist on the effective date of the PCS orders.
7. For travel of dependents to a place at which they do not intend to establish residence.
8. For transoceanic travel, when a Marine is assigned an unaccompanied tour overseas
9. Travel to a TDY point, even if the TDY point is in conjunction with the Marine's PCS.

Dependent Travel

Per Diem...

.....is payable for each authorized dependent who travels on a PDTS move

Per Diem is payable based on...

- ✓ effective date of the orders
- ✓ age of the dependents
- ✓ the type of travel
- ✓ modes of travel utilized

12 Over and Under

- Based on the effective date of the orders
 - Use the dates from the 1351-2
 - Dates of travel from 1351-2 or 1351-2c
 - Four basic rules

Rule #1

Ages on the effective date of the orders.
The son is **11** on 7/2.

Travel ended after
The effective date

010704

Carol Evans

010502

Effective date
of orders
from members
itinerary
Is: **20XX0702**

(applicable)

	UNACCOMPANIED	
b. RELATIONSHIP	c. DATE OF BIRTH OR MARRIAGE	
Wife		
Son		

ITINERARY

DATE

0X

b. PLACE
(Home, Office, Base, Activity, City and
State; City and Country, etc.)

c. MEANS/
MODE OF
TRAVEL

d.
REASON
FOR
STOP

7/0

DEF

Smallville, CA

PA

ARR

7/1

DEF

Jacksonville, NC

MC

ARR

7/2

DEF

ARR

7/3

DEF

ARR

7/4

DEF

ARR

7/5

DEF

Rule #2

Ages on the date travel is completed.

The son is **12** on 7/19.

Susan Evans

Travel ended before
the effective date

1010/04

Carol Evans

040532

Effective date
of orders
from members
itinerary
Is: 20XX0720

20XX0720

a. UNACCOMPANIED	
b. RELATIONSHIP	c. DATE OF BIRTH OR MARRIAGE
Wife	
Son	

ANSWER		Daughter	
DATE 0X	b. PLACE (Home, Office, Base, Activity, City and State; City and Country, etc.)		c. MEANS/ MODE OF TRAVEL
1/0	DEP	Smallville, CA	PA
1/1	ARR	Jacksonville, NC	MC
	DEP		
	ARR		
	DEP		
	ARR		
	DEP		
	ARR		
	DEP		

Rule #4

1. a. OCCUPATION (or other description of activity, if applicable)		b. RELATIONSHIP		c. DATE OF BIRTH OR MARRIAGE	
Ages on the 60 th day. The son is 11 on 6/29.		Wife			
Travel began after the effective date, and more than 60 days after.		Son			
Carol Evans		Daughter			

Effective date
of orders
from members
itinerary
Is: **20XX0501**

DATE	b. PLACE (Home, Office, Base, Activity, City and State; City and Country, etc.)	c. MEANS/ MODE OF TRAVEL	d. REASON FOR STOP
05/01/01	DEF Smallville, CA	PA	MC
05/01/01	ARR Jacksonville, NC		
05/01/01	DEF		
05/01/01	ARR		
05/01/01	DEF		
05/01/01	ARR		
05/01/01	DEF		
05/01/01	ARR		
05/01/01	DEF		

Dependent Per Diem

- Concurrent
 - Dependents travel **with** the member
 - Same as **Accompanied** on 1351-2
 - O/12 rate 75% of what the members entitlement would have been
 - U/12 rate 50% of what the members entitlement

Dependent Per Diem

- Non-Concurrent
 - Dependents travel **separately** from the member
 - Same as un-accompanied on 1351-2
 - One O/12 rates 100% of what the members entitlement would have been

Dependent Per Diem

- Non-Concurrent

- All other O/12 rate 75% of what the member entitlement would have been
 - U/12 rate 50% of what the members entitlement would have been.

Concurrent/Non Concurrent

*** EXAMPLE 27 ***

Concurrent

SPOUSE (O/12)

$$\begin{array}{r} \$123.00 \times \\ \times 1 \text{ DAY} = \\ \boxed{75\%} \end{array} \quad \boxed{\$92.25}$$

CHILD (U/12)

$$\begin{array}{r} \$123.00 \times \\ \times 1 \text{ DAY} = \\ \boxed{50\%} \end{array} \quad \boxed{\$61.50}$$

Non/Concurrent

SPOUSE (O/12)

$$\begin{array}{r} \$123.00 \times \\ \boxed{100\%} \end{array} \quad \boxed{\$123.00}$$

CHILD (U/12)

$$\begin{array}{r} 50\% \quad \$123.00 \\ \times \\ \boxed{\$61.50} \end{array}$$

Distance Entitlements

Travel from house to house

Actual mileage not to exceed mileage from members OLD PDS to the member's NEW PDS



Exception: In the Accession pipeline the OLD PDS is considered to be the Member's Home of Record

Dependents Modes of Transportation

- Same rules apply as with the member
- If more than one vehicle
 - Two vehicles are authorized
 - More than two must be approved by HQMC
 - Each driver gets **23 cents per mile**
- If non-concurrent spouse gets 100% of Per Diem
- If doing a cost comparison
 - Only pay Cabse

Dependents Personally Procured Commercial Transportation

- Same rules apply as with the member
- Only pay EGT or Commercial Auto's once
- Per Diem based on Concurrent/Non-Concurrent

Dependents GTR's

- Same rules apply as with the member
- Per Diem based on Concurrent/Non-Concurrent

Dependents Reimbursables



The rules governing Reimbursable Expenses for the dependents are the same as member.

Dislocation Allowance (DLA)

- The following are entitled:
 - Marines with dependents who:
 - Relocates dependents and their household
 - Marines Without dependents when:
 - Government quarters are not assigned at new PDS

When DLA is not Payable

- The Marine does not relocate their dependents
- More than one DLA per fiscal year
 - Unless at a school for 20 weeks or more
 - Or the Secretary concerned determines
- Upon separation from the Marine Corps.

- Max 10 days for PDT in CONUS
- Max 10 days for PDT from OCONUS to CONUS
- Max 5 day for PDT from CONUS to OCONUS
- Can be split up but can not exceed max

TLE

- Verify receipts are in the area of the OLD or NEW PDS.
- Stays with friends or relatives
- Must have TLE statement.

Computing TLE

- (1) Determine the daily M&IE and ceiling for lodging.
- (2) Determine lodging.
- (3) Determine gross daily equivalency.
- (4) Determine applicable daily rate.

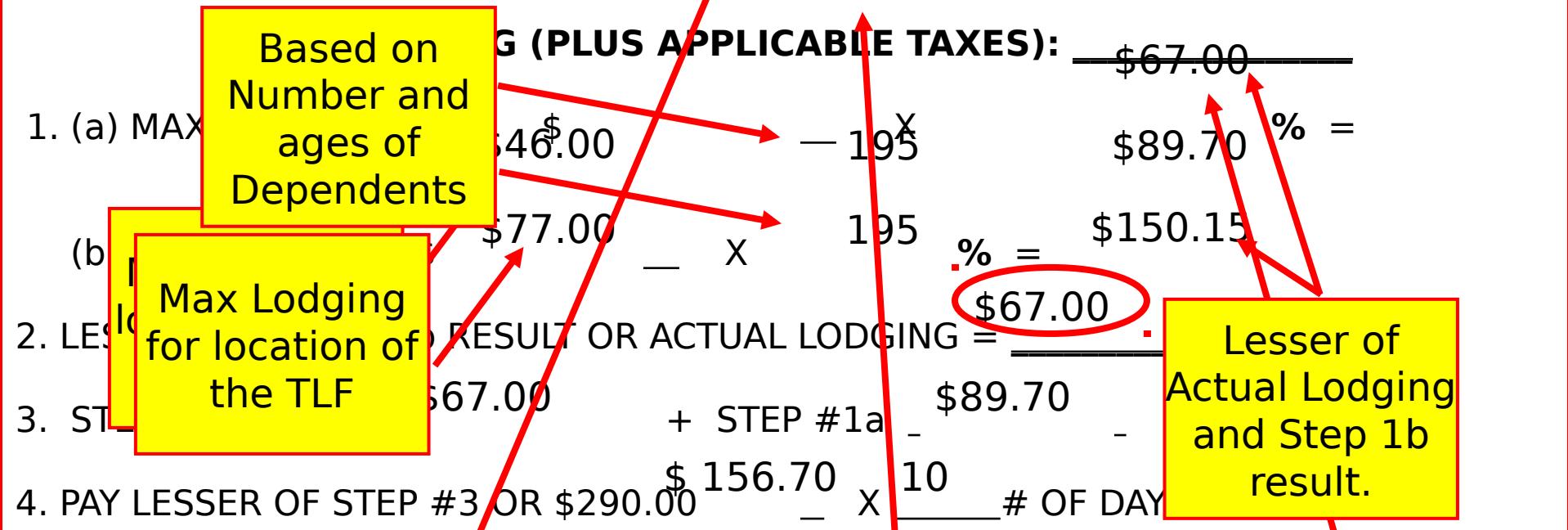
TLE

No. of Eligible Persons Occupying Temporary Quarters	Percentage Applicable
Member or 1 dependent	65%
Member and 1 dependent, or 2 dependents only	100%
For each additional dependent 12 and over, add:	35%
For each additional dependent under 12, add:	25%

TLE

LOCATION: Jacksonville, NC

DATES PAID: 7/21-7/31



Member + 4 dependents
\$67.00 per day

(3 O/12, 1 U/12)

Location: Jacksonville, NC

(checked out on 7/31)

New PDS: Camp Lejeune

Practical Application



Travel Advances

Travel Advances

- Based on modes elected
 - Transportation Request
 - Private Auto
 - Private Plane
 - Etc...
- Compute like a settlement
 - Only pay what the member requests
 - Pay 80%

Examples

*** EXAMPLE 29 ***

Step 1. Determine what the advance is for.

Requested for mileage only.

Step 2. Determine what is the mode of travel.

Mode of travel is POV.

Examples

*** EXAMPLE 30 ***

Step 3. Determine the mileage from Old PDS
to New PDS.

Mileage from Camp Lejeune, NC to DFAS
Kansas
City, MO., is 1200.

**$1200 \times .23 = \$276.00 \times 80\% =$
\$220.80**

The **AMT** of the advance will be **\$220.80**.

Examples

*** EXAMPLE 28 ***

Step 1. Determine what the advance is for.

**Request is for per diem and mileage on
both
POV's.**

Step 2. Determine what is the mode of travel.

Mode of TRVL is 2 POVS.

Examples

*** EXAMPLE 28 ***

Step 3. Determine the mileage from Old PDS to New PDS.

Mileage from MCAS Yuma, AZ to 29 Palms, CA., is 223 miles.

MBR's travel

$$223 \times .23 = \$51.29 \quad \text{Mil}$$

$$123 \times 1 = \underline{\$123.00} \quad \text{PD}$$

$$\$174.29 \quad \text{Tot}$$

Examples

*** EXAMPLE 28 ***

Step 3. Determine the mileage from Old PDS
to New PDS.

DEPN's travel

$223 \times .23 = \$51.29$	Mil
$95.25 \times 1 = \underline{\$92.25}$	PD
$\$143.54$	Tot

$\$174.29 + \$143.54 \times 80\% =$

\$254.26

Summary

During this lecture we discussed:

1. Categories of PDT
2. Travel Status
3. Elapsed Time
4. Member's Entitlements
5. PDT with TDY En-Route
6. International Datelines
7. Travel to a Designated Place
8. Dependent Entitlements
9. Travel Advances

